

Types of Organizations

Group “A” (\$150/hr- minimum 4 hour rental)

Includes all businesses or organizations whose mailing address or function is not within the City limits of Alexandria whether or not a charitable purpose is claimed. Political organizations involving candidates for other than local offices or State Legislators are included in this classification. Also included in this classification are groups, regardless of type, who are renting facilities in order to have a dance, as well as all profit-making organizations. Nonresident applications are included in this group.

Group “B” (\$60hr-minimum 4 hour rental)

Includes all non-profit organizations, which are not classified in Group “C” and which are based within the City limits of Alexandria. Religious organizations serving the City of Alexandria or consisting predominately of the City of Alexandria residents are classified in this group. Organizations whose function is to present candidates for local or state elected office also fall within this classification. City resident applications are included in this group.

Group “C” (Hourly rate determined after evaluation)

Includes Municipal Departments of the City of Alexandria and the City sponsored or affiliated groups such as members of the Commission for the Arts, Hobby Clubs, School Board related groups, Boys and Girl Scouts and community-based citizens association.

Note: When groups “B” or “C” category are charging an admission, or otherwise attempting to raise funds, that organization will automatically move into the next highest classification.

Rental fees will be determined after evaluation of the request. Maintenance, professional staff and police protection service fees are not to be waived.

Commercial and promotional activities in parks will be authorized only if they provide a possible public service and meet a legitimate public need. They will be permitted only when they are clearly nit in conflict with existing programs and restricted use does not occur for an unreasonable period of time.

The renting party assumes responsibility for damage to turf, facility, or loss of equipment and agrees to post a deposit to pay the cost of repair or replacement to any park or equipment. This deposit will be set according to the type of activity and size of an event.

Recreation equipment may only be used within City limits and on park land or public property. Any other uses requires the approval of the Director of Recreation, Parks and Cultural Activities.

Requirements and Contact Information

Quick Jump to a Form
Choose an Online form or PDF File to Download
Permit for Rental of Parks, Facilities and Recreation Equipment
Special Events

Field Permit
Noise Permit
ABC Permit
School Facilities Permit
Food Vendor Permit